

Operating Policies For NSHBA Committees & Councils.

1. **Responsibility & Authority:** The Program of Work and Budget empowers Committees and Councils to proceed to implement their scope of work. Further consultation or additional approvals by the BOD or the Executive Committee are not necessary as long as they follow the NSHBA Committee & Council Operating Policies and perform within the assigned scope of work. The following financial policies identify situations requiring prior approval by the Executive Officer. But by and large Committees and Councils are expected to make the necessary plans and obligations to complete their assigned scope of work. Committees and councils are expected to be on time and in budget with these activities.
2. **Meetings & Conference Calls:** The Chair should call meetings as they desire. It can be either a conference call or held before or after the Quarterly BOD meeting in a meeting room that has been reserved. Committees and Councils are also encouraged to meet at a member's place of business. The Chair should contact the assigned staff member within 30 days in advance to set up conference calls or 45 days in advance to have a meeting room at the upcoming BOD's meeting. The staff will prepare and distribute Committee and Council meeting notices & agendas as requested by the Chair. If the chair provides a committee report it will be distributed with the next meeting notice.
3. **Meeting Minutes:** These are the responsibility of each committee. No staff support is provided. **It is recommended that committee reports be used as a substitute for minutes.**
4. **Committee Reports:** Reports should be forwarded to the staff after each committee or council meeting using the attached form as a guide.
5. **Mailings and LHBA Newsletter Information:** Contact the assigned staff to produce mailings to various membership segments of the organization. A minimum of 45 to 60 days lead-time is necessary. To get information in Local HBA newsletters a 90 day lead time is necessary.
6. **NSHBA Financial Policies:** For committees and councils the policies are as follows:
 - A. **Registration Fees & Deposits**
 - All checks are to be made out to NSHBA with the exception of a PAC or Issues Fund contributions.
 - Checks are to be mailed to NSHBA at P.O. Box 22375 Lincoln, NE 68542.
 - B. **Obligations, Expenditures & Payments**
 - No prepaid or advance payment for obligations or expenses will be made. Advanced deposits for reserving rooms or facilities which are a portion of the actual room rental is not considered an advance payment.
 - **Any obligation, purchase or agreement that exceeds or MAY exceed \$1,500 requires concurrence of the EO.**
 - All contracts must be routed to the EO for signature, Committee chairs or members can not sign contracts on behalf of NSHBA.
 - Receipts **must** be provided for cash purchases.
 - Invoices or receipts for all purchases and services which identify the material and quantity of materials purchased are necessary.
 - All bills and invoices should be sent to NSHBA at P.O. Box 22375 Lincoln, NE 68542. For questions or inquiries call 402-435-6772 or 800-726-5929.
 - All deliveries should be sent to the NSHBA office at 1327 H Street Room 307 Lincoln, NE 68508.
 - Vendors should expect payment within 30 days after the event or activity, not after delivery of materials.

NSHBA Committee / Council Report Form

Recap the major decisions made and tasks completed at this meeting. Also identify tasks to be accomplished prior to the next meeting on this form. Fax it to the association office (402)435-6776 with in two days after the meeting. Thank you for keeping us up to date on the activities of your committee or council.

Meeting Date _____ **Committee** _____ **Chair** _____

Present _____

Goal/Meeting Purpose _____

Specific Actions / Tasks

Completed Or Resolved At This Meeting

Assigned To

Specific Actions / Tasks

Left Pending At This Meeting

Assigned To

**Final
Decision Due**

(over)

**New Actions / Tasks To Be Completed
Or Undertaken Before Next Meeting**

Assigned To

Due Date

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Brief Recap Of Meeting

(items otherwise not identified) _____

Next Meeting Date _____ **Time** _____ **Place** _____

Signed _____